Reporting Requirements

The CIWMB requires Grantees to report their grant program's progress through Semi-Annual reporting. Grantees are required to submit Progress Reports on February 15th and August 15th of each year demonstrating program progress and how they have spent their Block Grant funds. Report forms are located at the end of this chapter.

Grantees that do not show progress toward implementation of a used oil and filter collection and education program may not receive all or some of their next annual Block Grant allocation. This lack of performance will also be noted if Grantees apply for future used oil and/or HHW funds. **Future funding will be withheld from Grantees that do not meet the Semi-Annual reporting requirements.**

Grantees are required to submit Reports to their Grant Manager according to the following schedule:

Due by:	Reporting period	Report Includes
February 15, 2003	July 1, 2002 to December 31, 2002	☐ Expenditure Itemization Summary ☐ Originals of publicity items ☐ Verification form / RCP Form
August 15, 2003	January 1, 2003 to June 30, 2003	☐ Expenditure Itemization Summary ☐ Narrative Report for July 2002 – June 2003 ☐ Originals of publicity items * ☐ Verification form / RCP Form
February 15, 2004	July 1, 2003 to December 31, 2003	☐ Expenditure Itemization Summary ☐ Originals of publicity items * ☐ Verification form / RCP Form
August 15, 2004	January 1, 2004 to June 30, 2004	☐ Expenditure Itemization Summary ☐ Narrative Report for July 2003 – June 2004 ☐ Originals of publicity items * ☐ Verification form / RCP Form
February 15, 2005	July 1, 2004 to December 31, 2004	☐ Expenditure Itemization Summary ☐ Originals of publicity items * ☐ Verification form / RCP Form
August 15, 2005	January 1, 2005 to June 30, 2005	☐ Expenditure Itemization Summary ☐ Narrative Report for July 2004 – June 2005 ☐ Originals of publicity items * ☐ Verification form / RCP Form

* Of previously unsubmitted publicity items, (items only need to be submitted once per grant cycle).

FEBRUARY 15th SEMI-ANNUAL REPORT
A departure from the requirements for previous block grant (6th, and 7th) cycles, with reduced reporting requirements for all Grantees. Refer to page 5 for February reporting requirements.

AUGUST 15th ANNUAL REPORT
This report is a more detailed report summarizing the program for the fiscal year covering July 1st through June 30th.

Grantees receiving $20,000 or less per fiscal year Block Grant cycle have the option of submitting a reduced progress report in August.
For Grantees receiving $20,000 or less per grant cycle, the narrative responses need not be provided; however all other sections must be completed. All other Grantees must submit a complete progress report. Refer to the Used Oil Block Grant Annual Report Form attached at the end of this chapter.

Reporting Tips:
The following progress report tips may be useful as you begin to write the report and track required information:

- Please remember that each Block Grant Cycle must be tracked and accounted for separately. All grant funds must be placed in an interest bearing account with a fully insured financial institution. All interest accrued and received from this account may be used only for eligible expenses. Interest accrued must be accounted for in all grant reports by including it as a line item on the Expenditure Itemization Summary (see example in Chapter 8). At the end of the grant term any unused interest accrued and unspent grant funds must be returned to the CIWMB.

- The lead jurisdiction for a regional grant has sole responsibility for reporting on the regional project or any portion of a co-operative project.

Certified Center Site Visits

Annual visits to your certified collection centers are a grant requirement. **Please submit completed site visit sheets to your Grant Manager.** Forms are available in Chapter 9 or at www.ciwmb.ca.gov/HHW/Forms/default.htm.

- In the comments field of the checklist, describe any problems facing the center operator, and in the follow-up field, list the steps taken to address the problems.

- To request collection center signs and placards, or to alert staff of problems requiring more immediate attention, please call (916) 341-6457.

- A list of currently certified centers by county or city is available on our website at: www.ciwmb.ca.gov/UsedOil/CrtCntrs.asp.

Grant Closure

Grants are not considered closed until all the reporting requirements have been met, and all available funding has been expended (i.e., ninety percent (90%) grant advance, ten percent (10%) reimbursable amount withheld, and all interest accrued on grant funds); or, unspent grant funding and unspent interest are returned to the CIWMB.

A final report covering the entire grant term is not required. After all available funds have been expended or unspent funds/interest is returned to the CIWMB, submit a complete report using the August 15th reporting format. If the end of your grant falls within the February 15th reporting period (the previous July – December), you must still submit an Expenditure Itemization Summary (EIS) report in February, but have the option of waiting until the following August 15th progress report to include the full narrative reporting requirements on your expended grant.

Include the following items in the last report for the grant:

- EIS showing that all remaining grant funds have been properly expended, or returned to the CIWMB, including the ten percent (10%) reimbursable amount and the total interest accrued.

- Payment request form for the ten percent (10%) reimbursable amount (available on the CIWMB website at www.ciwmb.ca.gov/HHW/Forms/default.htm).

REPORTING AND EXPENDITURE CATEGORIES

Use the following categories when preparing the Semi-Annual Reports and the EIS. Use only the categories that are applicable to your grant program. See Chapter 5 for eligible and ineligible expenses.

Permanent Collection Facilities: Establishment, maintenance, or operation of used oil and filter collection centers or permanent household hazardous waste collection facilities. Collection centers include: Used Oil Certified Centers, Used Oil Non-Certified Centers, Recycling Only Facilities (ABOPS), Marina Collection Facilities, Agricultural Collection Facilities, Airport Collection Facilities.

Temporary or Mobile Collection: One day or intermittent events, or mobile collection other than residential collection.

Residential Collection: Establishment, continuation, or expansion of curbside or door-to-door collection programs.

Load Checking: Inspection of loads for used oil at solid waste landfills or transfer stations.

Publicity and Education: Development, printing, and distribution of any publicity or educational materials (except those used for stormwater mitigation).

Personnel/Other: Include all personnel costs (except for stormwater mitigation) for local government employees in this category. Do not include consultant/contractor personnel activities in this category. Consultant/contractor activities must be assigned to the program element they implemented. Include any other activities that cannot be assigned to another category.

Stormwater Mitigation: Installation and maintenance of filters, storm-drain stenciling, all applicable costs of publicity and education, and personnel.

PROGRESS REPORT REQUIREMENTS

Submit Progress Reports To:

California Integrated Waste Management Board
Used Oil Grant Program, MS-21
Attn: (Enter Your Grant Manager's Name)
PO Box 4025, 1001 "I" Street
Sacramento, CA 95812-4025

Reporting Exceptions
Exceptions to the following requirements may be considered on a case-by-case basis. These requests must be submitted in writing and approved in writing. The Grantee is responsible for retaining documentation of any exceptions to these procedures for audit purposes.

FEBRUARY 15th REPORT

Submit one double-sided copy of the Semi-Annual Report.

I.   List the grant number, Grantee's name, and reporting period.

II. Complete and attach an Expenditure Itemization Summary (EIS) covering expenses for the period July 1 – December 31. (see Sample in Chapter 8). The EIS must include interest accrued and be signed by the approved signature authority for your grant.

III. Report any accrued interest earned during the reporting period on the EIS.

IV. Provide, if applicable, one (1) original premium, or two (2) originals of all other P&E materials and items with the applicable Progress Report. If it is a large item (container, oil change mat, or any item that cannot fit into a legal dimension archive box) two (2) photographs, taken from different angles are sufficient. For videos and radio ads provide the following:

- videos – one (1) copy in VHS format; and
- radio ads – one (1) copy on cassette tape or CD-ROM.

AUGUST 15th REPORT

Complete the attached Used Oil Block Grant August 15th Annual Report Form.

Used Oil Block Grant August 15th Annual Report Form

Grantees are required to submit an Annual Report each
August 15th (**for each grant cycle**) that describes their
program's activities from July 1st to June 30th.

1. Grantee's Name:

2. Grant Number: UBG - -	**3. Report Period:** July 1-June 30th,

4. Contact Information:

☐ Contact Information has not changed
☐ Update Contact Information

Name:
Address:
Phone Number:
Fax Number:
Email Address:

☐ Update Signature Authority*

Name:
Address:
Phone Number:
Fax Number:
Email Address:

*Please attach Letter of Authorization from Signature Authority listed in your resolution.

Do-It-Yourselfer (DIYer) Collection Data and Summary

Grantees receiving $20,000 or less per grant cycle have the option of not responding to questions 5d, 6d, 7d, 8d, 9e, 10f, and 15.

Conversion Factors: One 55-gallon drum of uncrushed filters equals 250 filters and one 55-gallon drum of crushed filters equals 750 filters. One (1) filter equals 1.5 pound (one pound filters = 0.67 filters). One (1) gallon of used oil equals 8.5 pounds if you are using volumes from the Form 303.

5. Permanent Collection Facilities

5a. Quantity of Oil (Gallons)	5b. Quantity of Filters (# of Filters)	5c. Collection Type	5d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period, surveys used or other pertinent information. (Expand rows if additional space is needed)
		Certified Centers	
		Non-Certified Centers	
		Recycling Only (ABOPS)	
		Permanent HHW	
		Agricultural	
		Marina	
		Airport	
5e.		**Number of Centers on July 1st,**	**Number of Centers on June 30th,**
Certified Centers			
Non-Certified Centers			

6. Temporary or Mobile Collection

6a. Quantity of Oil (Gallons)	6b. Quantity of Filters (# of Filters)	6c. Collection Type	6d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period, surveys used or other pertinent information. (Expand rows if additional space is needed)
		One or Multiple Day Event(s)	
		Mobile	

6e. Collection Events

Number Held: Number of Vehicles Served:

7. Residential Collection

7a. Quantity of Oil (Gallons)	7b. Quantity of Filters (# of Filters)	7c. Collection Type	7d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period, surveys used or other pertinent information. **(Expand rows if additional space is needed)**
		Curbside	
		Door-to-Door	

8. Load Check

8a. Quantity of Oil (Gallons)	8b. Quantity of Filters (# of Filters)	8c. Collection Type	8d. Narrative of Collection Data, i.e. explain changes in data from prior reporting period or other pertinent information. **(Expand rows if additional space is needed)**
		Landfills or Transfer Stations	

9. Community Events

9a. Beginning Date of Event(s)	9b. Ending Date of Event(s)	9c. Name of Event(s)	9d. Attendance at Event(s)	9e. Description and Summary of Event(s) **(Expand rows if additional space is needed)**
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

10. School Education

10a. Beginning Date of Event(s)	10b. Ending Date of Event(s)	10c. School Location	10d. Attendance at Event(s)	10e. Grade Level	10f. Summary of Presentation (Expand rows if additional space is needed)
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				

11. Media Outreach

Briefly describe media outreach activities including all public education not previously covered under Community Events or School Education. (Expand if additional space is needed)

12. Storm Drain Filters

12a. # Of Filters Installed	12b. Type of Filters Installed	12c. Location of Filters	12d. How Are Filters Recycled, Reused, or Disposed (Expand rows if additional space is needed)
		Residential	
		Business/Commercial	
		Marinas	

13. Stencils/Markers

Number of Storm-drains stenciled or markers applied:

14. Storm-Water Mitigation

Briefly describe storm-water mitigation activities including public education. (Expand section if additional space is needed)

15. Briefly Discuss Work to Be Completed Next Reporting Period and any Other Activities/Data Not Presented in Report.

(Expand section if additional space is needed)

Required Attachments

1. **Permanent Collection Facilities, Temporary or Mobile Collection, Residential Collection, and Load Check**, attach: Photographs of any infrastructures (permanent HHW facilities, storage sheds, signage etc.) paid for by grant funds this reporting period.

2. **Community Events,** attach: two (2) copies of public education materials and one (1) premium. When premiums are too large to submit, please attach two (2) photographs for each item. In addition, attach any surveys, quizzes or assessments used.

3. **School Education,** attach: two (2) copies of public education materials and one (1) premium. When premiums are too large to submit, please attach two (2) photographs for each item. In addition, attach any surveys, quizzes or assessments used.

4. **Media Outreach**, attach: two (2) copies of public education materials (except videos, cassettes, and CDs – one (1) each). Videos should be in VHS format, and radio ads should be on cassette tape or compact disk. If items are too large to submit, attach two (2) photographs per item.

5. **Storm Water Mitigation,** attach: two (2) copies of public education materials and one (1) premium pertaining to stormwater mitigation. When premiums are too large to submit, please attach two (2) photographs for each item. In addition, attach photographs of stormwater filters, stenciling, and signage.

6. Grantees <u>must</u> complete and attach an **Expenditure Itemization Summary (EIS)** covering expenses for the period January 1 – June 30. <u>The EIS must include interest accrued and be signed by the approved signature authority for your grant.</u>

7. **Recycled Content Certification Form.**

8. **Publicity and Education Requirements Verification Form.**

Instructions for Completing the Used Oil Block Grant August 15th Annual Report Form

Grantees are required to submit an Annual Report each August 15th that describes their program's activities from July 1st to June 30th. The Used Oil Block Grant August 15th Annual Report Form is a fill-in the blanks type of form. Below is information on what data needs to be inserted into the form.

1. **Grantee's Name**: Agency name as it appears on the Grant Agreement Form.

2. **Grant Number**: Grant contract number assigned by the CIWMB, as it appears on the top right hand corner of the Grant Agreement Form.

3. **Report Period**: Fiscal Year the report covers.

4. **Contact Information**: If the contact's name, address, and/or phone number has not changed, please check the "Contact Information has not changed" box. If the contact's name, address, and/or phone number has changed please check the "Update Contract Information" box and fill-in the changed information on the lines provided. If the signature authority's name, address, and/or phone number has changed please check the "Update Signature Authority" box and fill-in the changed information on the lines provided. Also, please attach a Letter of Authorization from the Signature Authority listed in your resolution.

Do-It-Yourselfer (DIYer) Collection Data and Summary: Provide the Do-It-Yourselfer collection data for each budget category for the period July 1st to June 30th.

5. **Permanent Collection Facilities**: Insert the quantity of oil collected by gallons and the quantity of filters collected by collection type. For each collection type provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable. In addition, please insert the number of Certified and Non-Certified Centers at the beginning and end of the reporting period.

6. **Temporary or Mobile Collection**: Insert the quantity of oil collected by gallons and the quantity of filters collected by collection type. For each collection type provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable. In addition, please insert the number of temporary collection events held and the number of vehicles served at these events.

7. **Residential Collection**: Insert the quantity of oil collected by gallons and the quantity of filters collected by collection type. For each collection type provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable.

8. **Load Check**: Insert the quantity of oil collected by gallons and the quantity of filters collected from your load check program at landfills and transfer stations. Provide a brief narrative summary. If your program does not use a particular collection type please insert N/A for Not Applicable.

9.   **Community Events**: Insert the date of event(s), name of the event(s), and the number of people who attended the event(s). For each event provide a description and summary that includes the following: 1) description of event, 2) type of survey used and the results, 3) feedback to indicate that the event reached and informed your target audience successfully, and 4) how can you better improve the effectiveness of this event. If your program does not participate in community events please insert N/A for Not Applicable.

10.   **School Education**: Insert the date of event(s), location of the event(s), and the number of attendees at the event(s) for each grade level, Elementary, Junior High or Middle School, High School, and College or University. For each event provide a description and summary that includes the following: 1) description of event, 2) feedback to indicate that the presentation was or wasn't effective and age appropriate, and 3) how can you improve the effectiveness of this event. If your program does not participate in school education activities please insert N/A for Not Applicable.

11.   **Media Outreach**: Insert a brief description of any media outreach including all public education not previously covered under Community Events and School Education, including radio, television, billboards, public transportation signs (buses, bus stops), theater displays, print media (newspapers, newsletters, magazines, bill inserts, direct mail, etc.) and other media. If your program does not use media outreach please insert N/A for Not Applicable.

12.   **Storm Drain Filters**: Insert number of filters installed and the type of filters installed by location. For each location describe how the filters are to be recycled, reused or disposed. If your program does not use storm drain filters please insert N/A for Not Applicable.

13.   **Stencils**: Insert the number of storm-drains stenciled or marked during the reporting period.

14.   **Storm-Water Mitigation**: Insert a brief description of storm-water mitigation activities. Such as: 1) installation, maintenance and recycling/reuse/disposal of the filters, and 2) publicity and education. If your program does not participate in storm-water mitigation activities please insert N/A for Not Applicable.

15.   **Discussion of Work to be Completed Next Reporting Period**: Insert a brief description of what work will be completed during the next reporting period (July 1st to June 30th). In addition, briefly describe any other activities/data not presented in report.

THIS PAGE INTENTIONALLY LEFT BLANK